

MISSOURI STATE HIGHWAY PATROL

JOB OPPORTUNITIES BULLETIN

An Equal Opportunity Employer

VACANCY:

Clerk Typist I, II, III

POSTING DATE:

January 25, 2006

APPLICATION DEADLINE:

February 7, 2006

EXTENDED DEADLINE

FACILITATOR:

Lt. Eric T. Olson (660) 385-2132

POSITION & VACANCY INFORMATION

A vacancy for the position of Clerk Typist I, II, or III now exists with the Missouri State Highway Patrol, located at Troop B Headquarters, Macon, Missouri. This position is currently classified as nonexempt under the Fair Labor Standards Act. The official domicile for this position is Macon, Missouri.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Other individuals interested in this position must complete the Patrol's Application for Employment and take a typing test prior to the application deadline. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at www.mshp.dps.missouri.gov, or by contacting the facilitator listed above.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Interview boards are tentatively scheduled for the week of February 13, 2006.

POSITION SUMMARY & QUALIFICATIONS (See attached Job Specifications)

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SALARY RANGE (Semi-monthly)

**Clerk Typist I - \$760.50 - \$958.00
Clerk Typist II - \$807.00 - \$1,041.00
Clerk Typist III - \$898.50 - \$1,171.50**

The Missouri State Highway Patrol reserves the right to fill this position through transfer or reclassification of existing employees.

Ordinarily an employee will start in the first step of a class title, but if qualifications and experience substantially exceed those normally expected of beginning employees, the employee may be hired at a higher step, not to exceed that which is being paid to present employees with comparable qualifications and experience.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or the candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a Job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test, favorable background investigation, and the results of a medical or psychological testing, when required.

**Missouri State Highway Patrol
Troop B Headquarters
308 Pine Crest Drive
Macon, MO 63552-2132
573/751-3313 (Voice and TDD)**